

## **2008-2009 Notification of Intent for Comprehensive High School Process**

### **Instructions to submit a Notification of Intent to begin a new Career and Technical Education Program:**

1. Complete one form for each new program and new option for each site, even if the district is already offering the program at another site. **Please note: a NOI must be submitted for all programs seeking Carl D. Perkins Basic Grant and State Block funds even if a JTED is submitting a NOI for that program.**
2. Complete all blanks in the program information area and check the appropriate boxes. Be sure to include Option information if appropriate.
3. List planned sequence of courses with projected implementation date and projected enrollment. Identify the location where each course will be taught (high school campus, community college campus, JTED campus etc.)
4. Record instructor information if known, if unknown at the time of submission enter "To Be Determined."
5. Secure required signatures. Please note, the superintendent's signature is required on the form.
6. Submit completed NOI form with original signatures by **January 1, 2008** to:

Jan Brite, Director  
Career Pathways  
Career and Technical Education  
Arizona Department of Education  
1535 W. Jefferson, Bin #42  
Phoenix, AZ 85007  
Fax #: (602) 542-1849

7. Upon receipt of the NOI form, the assigned area State Supervisor will review within 90 days. If the NOI is complete and the program appears viable (requested components in place) the program will be approved to proceed for school year 2008-2009.
8. This "start-up year approval" will allow funding for one year.
9. The assigned State Supervisor will contact the district in the fall of 2008 to schedule a site visit to review the progress of the program and provide technical assistance if needed or requested.
10. By the end of year one (2008-2009 school year), if the program has met or exceeded all required components the program will be fully approved.
11. If all required components have not been met by the end of the first year, the program may continue for an additional year if along with the State Supervisor, the program develops and submits a detailed plan outlining how the deficiencies will be met during the next year.
12. By the end of year two, if all required components to grant full approval for the program have not been met the program will be designated as "unapproved" and will no longer be funded.